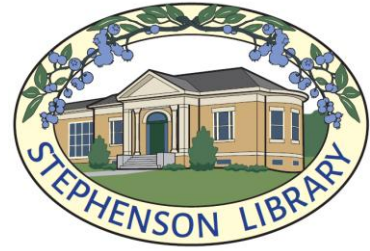


Stephenson Memorial Library

761 Forest Road
Greenfield, NH 03047
Tel: 603-547-2790
Email: director@stephensonlibrary.org



Job Posting

Library Assistant(s) – Stephenson Memorial Library

The Stephenson Memorial Library in Greenfield, NH seeks enthusiastic team players to staff our circulation desk, support technical services (book/material processing and maintenance), and assist our director with library programs for children, teens, and adults.

The Stephenson is building a frontline team to provide excellent customer service to our community, and we have three part-time openings, two 10 – 12 hours/week positions, and one 18 – 20 hours/week. All positions require some Saturdays, in rotation.

The right individuals will:

- possess excellent verbal and written communication skills;
- have an aptitude and willingness to learn new technologies;
- demonstrate enthusiasm for all ages;
- be flexible and able to multi-task in a busy, distracting environment;
- be detail-oriented;
- have a cheerful disposition and a can-do attitude.

A college degree preferred, but not required for the person with the right combination of skills and experience.

Experience with Microsoft Office applications desirable.

Rate of pay: \$10/hour.

Open until filled.

A complete job description is available at:

http://www.greenfield-nh.gov/Public_Documents/GreenfieldNH_Library/index

Please email cover letter, resume and three references to: director@stephensonlibrary.org

Or mail to: Julie Steenson, Director
Stephenson Memorial Library
761 Forest Road
Greenfield, NH 03047